

## Message Text

LIMITED OFFICIAL USE

PAGE 01 STATE 089290  
ORIGIN SS-25

INFO OCT-01 ISO-00 SSO-00 /026 R

DRAFTED BY S/S-EX:LGPIPER:MKWM

APPROVED BY S/S-EX:LGPIPER

EUR/EX:

S/S-S:MR. MCLEAN

S:WHTWADDELL

S/S:DANDERSON

DESIRED DISTRIBUTION

S/S-S, S/S-O, EUR/EX

-----025358 070025Z /70

O 062355Z APR 78

FM SECSTATE WASHDC

TO AMEMBASSY MOSCOW IMMEDIATE

LIMITED OFFICIAL USE STATE 089290

EXDIS

E.O. 11652: DECONTROL 5/31/78

TAGS: OVIP (VANCE, CYRUS R)

SUBJECT: SECVISIT: SECRETARIAT STAFF AND ADMINISTRATIVE/  
LOGISTICAL REQUIREMENTS

THE FOLLOWING ARE REVISED SECRETARIAT STAFF AND ADMINIS-  
TRATIVE/LOGISTICAL REQUIREMENTS IN SUPPORT OF THE SECRE-  
TARY'S FORTHCOMING VISIT. PLEASE NOTE THAT THESE CONTAIN  
A NUMBER OF CHANGES FROM PREVIOUS INSTRUCTIONS WHICH THE  
EMBASSY IS REQUESTED TO EXERCISE CARE IN IDENTIFYING AND  
PLAN ACCORDINGLY. LOCAL CONDITIONS AND LENGTH OF STOP  
MAY NECESSITATE SOME CHANGES OR SUBSTITUTIONS BUT IT IS  
IMPORTANT THAT WE BE TOLD WHAT THEY ARE.

LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

PAGE 02 STATE 089290

1. THE FOLLOWING DEFINITIONS ARE OFFERED FOR CLARIFI-  
CATION:

A. SPECIAL ASSISTANT(S)' OFFICE - THIS IS THE OFFICE  
DIRECTLY SERVING THE SECRETARY CONSISTING USUALLY OF ONE  
OR TWO SPECIAL ASSISTANT(S) AND TWO SECRETARIES ALL OF

WHOM TRAVEL ABOARD SECRETARY'S AIRCRAFT.

B. SECRETARIAT STAFF (S/S) - THE SECRETARIAT STAFF IS RESPONSIBLE FOR TRIP SCHEDULING, LIAISON BETWEEN THE PARTY AND EMBASSY PERSONNEL, AND MANAGEMENT OF ALL

COMMUNICATION TO AND FROM THE PARTY. TYPICALLY, S/S STAFFS THE TRIP WITH TWO TEAMS, EACH COMPOSED OF ONE OFFICER AND ONE SECRETARY.

C. SECRETARIAT EXECUTIVE OFFICE (S/S-EX) - THIS OFFICE IS RESPONSIBLE FOR ADMINISTRATIVE AND LOGISTICAL MATTERS FOR THE SECRETARY'S VISIT AND IS HEADED BY THE TRIP ADMINISTRATIVE OFFICER WHO TRAVELS ABOARD THE SECRETARY'S AIRCRAFT.

D. SENIOR STAFF - OFFICIAL PARTY AND OTHER OFFICERS ABOARD SECRETARY'S AIRCRAFT.

2. SECRETARIAT PERSONNEL: ONE TEAM OF SECRETARIAT PERSONNEL WILL ACCOMPANY THE SECRETARY ON HIS PLANE. A SECOND S/S ADVANCE TEAM WILL ARRIVE THREE (3) TO FIVE (5) DAYS PRIOR TO VISIT TO ASSIST POST ON THE FINAL ARRANGEMENTS.

3. EMBASSY SUPPORT ROLE: POSTS ON THE SECRETARY'S ITIN-LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

PAGE 03 STATE 089290

ERARY WILL BE RESPONSIBLE FOR SETTING UP OFFICES FOR THE SECRETARY, S/S AND SENIOR STAFF, AS WELL AS PROVIDING FULL ADMINISTRATIVE, LOGISTICAL AND COMMUNICATIONS BACK-UP FOR THE VISIT, ESTABLISHING COURIER AND DUTY SECRETARY SCHEDULES, MAKING ADVANCE APPOINTMENTS FOR THE SECRETARY AND OTHER SENIOR MEMBERS OF HIS PARTY, AS WELL AS UNDERTAKING A VARIETY OF OTHER RESPONSIBILITIES WHICH WERE FORMERLY HANDLED BY THE S/S ADVANCE AND PLANE TEAMS.

4. OF PARTICULAR IMPORTANCE IS THE SELECTION OF TWO MIDDLE-GRADE, SUBSTANTIVE OFFICERS TO MAN THE S/S OFFICE ON A FULL-TIME, 24-HOUR A DAY BASIS. THESE INDIVIDUALS, EACH OF WHOM SHOULD HAVE A GOOD GRASP OF BOTH EMBASSY AND HOST GOVERNMENT PROCEDURES, MUST BE FULLY READ INTO EMBASSY PREPARATIONS FOR THE VISIT. ONE OF THESE INDIVIDUALS MUST BE ON DUTY AT ALL TIMES, TO PERFORM LIAISON FUNCTIONS FOR S/S AND THE SECRETARY'S PARTY. THE TWO INDIVIDUALS SELECTED MUST BE PREPARED TO BE FULLY EMPLOYED FOR THE ENTIRE TWELVE HOURS OF THEIR PERIODS OF DUTY, DURING EACH DAY OF THE SECRETARY'S VISIT.

5. SPECIFIC, DETAILED GUIDANCE ON SCHEDULE AND SCENARIO

PREPARATION, FUNDING, PRESS ARRANGEMENTS, SECURITY AND COMMUNICATIONS WILL FOLLOW BY SEPTEL.

6. ETA - PARTY COMPOSITION

THE SECRETARY'S PARTY WILL BE COMPOSED OF ABOUT FORTY PEOPLE INCLUDING SUPPORT STAFF AND PRESS PLUS TWENTY-

MEMBER AIRCRAFT CREW. THE GROUP WILL TRAVEL ON A SPECIAL MILITARY AIRCRAFT. PASSENGER LIST WILL BE FURNISHED BY SEPTEL.

7. ENTRY/EXIT FORMALITIES

LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

PAGE 04 STATE 089290

A. PLEASE OBTAIN WAIVER OF ANY VISA REQUIREMENTS FOR PARTY, PRESS, AND CREW, AS WELL AS FOR ADVANCE SY PERSONNEL TRAVELLING COMMERCIALY. PLEASE ADVISE BY IMMEDIATE CABLE IF THIS CAN BE DONE.

B. ARRANGE FOR CONSOLIDATED IMMIGRATION/CUSTOMS CLEARANCES FOR PASSENGERS AND BAGGAGE ABOARD SECRETARY'S AIRCRAFT AND ASSIGN EMBASSY OFFICER TO RECEIVE PASSPORTS AND FACILITATE ENTRY AND EXIT.

8. OFFICE SPACE/SLEEPING ACCOMMODATIONS

THE SECRETARY AND PARTY SHOULD BE BILLETED FOR BOTH LODGING AND OFFICE PURPOSES IN ONE CENTRALLY LOCATED HOTEL. KNOWN REQUIREMENTS FOR THE PARTY TRAVELLING ABOARD THE AIRCRAFT ARE: ONE (1) SUITE AND THIRTY-NINE (39) SINGLES FOR SLEEPING QUARTERS AND EIGHT OR NINE (8-9) DOUBLE ROOMS TO BE USED AS OFFICES. THESE ROOMS DO NOT REPEAT NOT INCLUDE ROOM REQUIREMENTS FOR ADVANCE PERSONNEL, WHO NEED NOT AND PROBABLY SHOULD NOT RESIDE IN SAME HOTEL AS SECRETARY AND PARTY.

ACCOMMODATIONS FOR THE CREW ARE USUALLY REQUESTED THROUGH MILITARY ATTACHE CHANNELS. IF AT ALL POSSIBLE WE WANT CREW BILLETED IN SAME HOTEL AS THE PARTY.

A. ACCOMMODATIONS FOR SECRETARY AND SPECIAL ASSISTANTS:

(1) SECRETARY'S SUITE: IT MUST BE OF SUFFICIENT SIZE FOR HOLDING MEETINGS AND/OR HOSTING SMALL DINNERS.

(2) SPECIAL ASSISTANT(S)' BEDROOMS: ONE OR TWO (2) BEDROOMS LOCATED NEAR THE SECRETARY'S SUITE.

LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

PAGE 05 STATE 089290

B. SUPPORT OFFICES:

(1) SPECIAL ASSISTANTS' OFFICE: ONE (1) LARGE ROOM  
CONVERTED TO AN OFFICE FOR THE SECRETARY'S IMMEDIATE  
STAFF OF ONE OR TWO OFFICERS AND TWO SECRETARIES.  
MINIMUM REQUIREMENTS:

- THREE DESKS OR WORKING TABLES
- TWO TYPEWRITERS AND TYPEWRITER STANDS
- DESK LAMPS
- OFFICE SUPPLIES (SEE PARAGRAPH 20 FOR SPECIFICS)

(2) SECRETARIAT STAFF (S/S): A TOTAL OF TWO (2) CONNECT-  
ING DOUBLE ROOMS (OR THREE IF ROOMS ARE SMALL) CONVERTED  
INTO OFFICES.

- FIVE DESKS OR WORKING TABLES
- FOUR TYPEWRITERS AND FOUR STANDS
- DESK LAMPS
- TWO BEST AVAILABLE COPIERS (24-HOUR SERVICE)
- NORMAL AMOUNT OF OFFICE SUPPLIES (SEE PARAGRAPH 20 FOR  
SPECIFICS)

(3) SENIOR STAFF OFFICE: ONE ROOM CONVERTED TO AN OFFICE  
FOR THE USE OF THE OFFICIAL PARTY. EQUIP WITH DESKS OR  
WORK TABLES, FOUR TO SIX CHAIRS, SEVERAL TYPEWRITERS,  
OFFICE SUPPLIES, ETC.

LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

PAGE 06 STATE 089290

(4) SY COMMAND POST: ONE DOUBLE ROOM LOCATED IN THE  
VICINITY OF THE SECRETARY'S SUITE AND SPECIAL ASSIST-  
ANT(S)' OFFICE.

(5) HOLDING ROOM: ONE ROOM CONVERTED AND FURNISHED TO  
SERVE AS A WAITING ROOM FOR THE SECRETARY'S VISITORS.

(6) VISITORS RECEPTION ROOM: THIS ROOM, AN INFORMATION/ RECEPTION CENTER FOR THE PARTY, CAN BE MANNED BY AMERICAN AND/OR FSL POST PERSONNEL. ACCOMMODATION EXCHANGE SERVICE SHOULD BE PROVIDED. CIGARETTES, BEVERAGES AND SUNDRIES CAN BE MADE AVAILABLE FOR SALE BUT NO BAR FACILITIES. AN ASSORTMENT OF MAPS, TOURIST BOOKLETS AND SIMILAR HAND-OUTS WOULD BE APPRECIATED.

(7) PRESS ROOM: TWO (2) CONNECTING DOUBLE ROOMS OR HOTEL CONFERENCE ROOM ETC. SEE SEPTTEL ON PRESS ARRANGEMENTS FOR SPECIAL REQUIREMENTS.

#### 9. DESIRED ROOM/OFFICE CONFIGURATION

THIS IS IMPORTANT.

THE PREFERRED CONFIGURATION IS TO SET UP THE SECRETARY'S SUITE AT THE END OF A CORRIDOR, THE SPECIAL ASSISTANT(S)' BEDROOM(S) ON EITHER SIDE OF THE SUITE ACROSS FROM ONE ANOTHER, THE HOLDING ROOM FOLLOWED BY THE SY COMMAND POST.

IN ONE CONTIGUOUS GROUPING SHOULD BE THE SPECIAL ASSISTANT(S)' OFFICE, THE SECRETARIAT OFFICE AND SENIOR STAFF OFFICE.

LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

PAGE 07 STATE 089290

10. HOST GOVERNMENTS FREQUENTLY INVITE THE SECRETARY TO STAY IN OFFICIAL GUEST QUARTERS. SUCH INVITATIONS SHOULD NOT BE SOLICITED OR ENCOURAGED BUT IF FORMALLY EXTENDED POSTS SHOULD NOTIFY THE DEPARTMENT IMMEDIATELY. (FYI, THE SECRETARY WILL NORMALLY ACCEPT THE INVITATION, SECURITY CONDITIONS PERMITTING.)

IF THE SECRETARY ACCEPTS INVITATION TO STAY IN GOVERNMENT QUARTERS, PLEASE ATTEMPT TO OBTAIN, BUT NOT REPEAT NOT AT THE EXPENSE OF PRESSURING OR INCONVENIENCING THE HOSTS, ACCOMMODATIONS FOR THE FOLLOWING AT THE SAME LOCATION IN THE DESCENDING ORDER OF PRIORITY: (A) OFFICE SPACE FOR S/S; (B) SPACE FOR SY COMMAND POST; AND (C) SLEEPING ACCOMMODATIONS FOR AT LEAST ONE SPECIAL ASSISTANT.

#### 11. GROUND TRANSPORTATION

THE SECRETARY WILL USE EMBASSY FURNISHED TRANSPORTATION OR A HOST GOVERNMENT CAR IF OFFERED AND IF APPROVED BY SECURITY. EACH ADDRESSEE POST IS REQUESTED TO RESERVE ITS BEST ARMORED SEDAN FOR THE EXCLUSIVE USE OF THE SECRETARY FOR THE DURATION OF THE VISIT. OPERATIONALLY

THE VEHICLE WILL BE UNDER THE CONTROL AND SUPERVISION OF THE SENIOR SY OFFICER IN CHARGE OF THE ADVANCE TEAM.

ASSIGNED CARS WITH DRIVERS FOR THE DURATION OF THE VISIT WILL BE REQUIRED FOR THE EXCLUSIVE USE OF THE FOLLOWING:

(1) ONE VEHICLE FOR EACH MEMBER OF THE PARTY WITH THE RANK OF ASSISTANT SECRETARY.

(2) ONE VEHICLE FOR THE SPECIAL ASSISTANTS. (NOTE: IN DEVELOPING MOTORCADE ASSIGNMENTS THE SPECIAL ASSISTANT(S)' CAR IS TO BE SPOTTED AS THE FIRST REPEAT FIRST NON-SECURITY CAR AFTER THE SECRETARY'S LIMOUSINE.)

LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

PAGE 08 STATE 089290

(3) ONE VEHICLE FOR THE PRESS SPOKESMAN.

(4) ONE VEHICLE FOR THE S/S TEAMS.

(5) PRESS TRANSPORTATION: PRESS PARTY WILL TOTAL ABOUT 15 MEMBERS. IF POSSIBLE WE PREFER ONE OR TWO MINI-BUSES OR CARS.

(6) ONE LARGE REPEAT LARGE VAN OR TWO STATION WAGONS OR TWO CARRYALLS FOR CLASSIFIED MATERIAL. IF SECRETARY AND SPECIAL ASSISTANT(S) WILL RESIDE IN GUEST QUARTERS SEPARATE FROM REMAINDER OF THE PARTY, A THIRD VEHICLE WILL BE REQUIRED TO TRANSPORT CLASSIFIED MATERIAL.

(7) A TRUCK (ENCLOSED) FOR PERSONAL BAGGAGE.

(8) SY VEHICLE REQUIREMENTS SHOULD BE DISCUSSED WITH ADVANCE TEAMS.

POOL TRANSPORTATION WILL SUFFICE FOR REMAINDER OF THE PARTY.

SPECIAL NOTE: UNFORTUNATE EXPERIENCES IN THE PAST PROMPT THE REQUEST THAT YOU MAKE DOUBLY SURE DRIVERS KNOW HOW TO GET TO AND FROM VARIOUS POINTS THE PARTY WILL VISIT, INCLUDING THE APPROPRIATE AIRPORT, AND THE PREFERRED ROUTING. THEY SHOULD BE BRIEFED AND EXAMINED ON ROUTES BEFORE ARRIVAL OF THE PARTY.

## 12. ROOM AND CAR ASSIGNMENTS

UPON RECEIPT OF THE PASSENGER MANIFEST, MAKE ROOM AND CAR ASSIGNMENTS AND NOTIFY THE DEPARTMENT (S/S-EX) BY IMMEDIATE LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

PAGE 09 STATE 089290

ATE CABLE. NOTE: (A) THE MEDICAL OFFICER AND THE SY AGENTS ABOARD THE AIRCRAFT NEED NOT BE ASSIGNED TO SPECIFIC VEHICLES. (B) ONE SECRETARY WILL RIDE IN THE CAR WITH THE SPECIAL ASSISTANT(S). (C) THE S/S-EX ADMINISTRATIVE OFFICER ABOARD THE AIRCRAFT WILL REMAIN AT PLANESIDE UNTIL AIRCRAFT IS CLEARED AND WILL PROCEED TO THE HOTEL INDEPENDENTLY OF THE MOTORCADE AND THE REST OF THE PARTY.

13. SECURITY

A. THE STATE DEPARTMENT SECURITY OFFICERS ARE RESPONSIBLE FOR ALL PROTECTIVE SECURITY ARRANGEMENTS FOR THE SECRETARY. AN ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN DAYS BEFORE THE VISIT. ETA WILL BE THE SUBJECT OF A SEPTEL.

B. VIA SEPARATE MESSAGE SY WILL PROVIDE THE RSO WITH DETAILED INSTRUCTIONS FOR THE SAFEGUARDING OF CLASSIFIED MATERIAL.

C. TWENTY-FOUR-HOUR MSG COVERAGE FOR THE AREA COMPRISED OF THE SPECIAL ASSISTANT(S)', S/S AND SENIOR STAFF OFFICES. IF THE SPECIAL ASSISTANT(S)' OFFICE IS LOCATED SEPARATE FROM THE OTHER OFFICES (I.E. GUEST QUARTERS ETC.) A SECOND MSG POST WILL BE NECESSARY.

UNLESS THERE ARE COMPELLING REASONS TO THE CONTRARY, MSG'S SHOULD NOT REPEAT NOT BE IN UNIFORM.

14. BAGGAGE

A. SY OFFICERS WILL HANDLE THE SECRETARY'S BAGGAGE WHICH IS TRANSPORTED SEPARATELY FROM ANY CLASSIFIED OR OTHER PERSONAL BAGGAGE.

LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

PAGE 10 STATE 089290

B. AN AMERICAN SHOULD BE ASSIGNED TO SUPERVISE THE HANDLING OF THE PARTY'S BAGGAGE ON ARRIVAL AND DEPARTURE.

C. BAGGAGE WILL BE PRE-TAGGED WITH THE INDIVIDUAL'S HOTEL ROOM NUMBER; SIMILARLY, AS PART OF THE DEPARTURE ARRANGEMENTS ALL BAGGAGE WILL BE TAGGED FOR THE NEXT STOP. IT IS IMPORTANT, THEREFORE, THAT ROOM ASSIGNMENT

INFORMATION BE EXPEDITED. (SEE PARA. 12.)

D. THE AMERICAN RESPONSIBLE FOR SUPERVISING THE BAGGAGE SHOULD DISCUSS "BAGGAGE CALL" AND OTHER DETAILS REGARDING BAGGAGE HANDLING WITH THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY AS SOON AS POSSIBLE AFTER ARRIVAL.

E. ALL BAGGAGE CARRIED ON THE AIRCRAFT MUST BE INSPECTED BY SY TECHNICIANS PRIOR TO LOADING. THE EMBASSY EMPLOYEE RESPONSIBLE FOR THE BAGGAGE SHOULD DISCUSS TIME AND PLACE OF INSPECTION WITH THE SY ADVANCE TEAM.

F. UPON ARRIVAL AND UPON DEPARTURE, POSTS SHOULD HAVE SUFFICIENT BAGGAGE HANDLERS AVAILABLE AT PLANESIDE AND AT THE HOTEL FOR BOTH THE PERSONAL BAGGAGE AND CLASSIFIED.

#### 15. GIFTS

WE PREFER THAT THERE BE NO EXCHANGE OF GIFTS. BUT IF LOCAL CUSTOM MAKES AN EXCHANGE UNAVOIDABLE, GIVEN THE OPPORTUNITY, POST SHOULD EXPLAIN TO LOCAL OFFICIALS OUR RESTRICTIONS GOVERNING RECEIPT OF GIFTS. (SEE 3 FAM 621.) AS A CONTINGENCY, POST SHOULD APPOINT A GIFT OFFICER WHO SHOULD ASSUME RESPONSIBILITY FOR THE RECEIPT AND RECORDING OF ALL GIFTS AND FOR PREPARING THEM FOR SHIPMENT. IN THE EVENT THAT THERE WILL BE A GIFT EXCHANGE, LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

PAGE 11 STATE 089290

AND AGAIN, UNLESS IT IS CONTRARY TO LOCAL CUSTOM, THE EXCHANGE SHOULD BE BETWEEN PROTOCOL OFFICERS.

#### 16. SECRETARIAL/COURIER ASSISTANCE

A. THE SERVICES OF TWO (2) TOP-SECRET CLEARED SECRETARIES WILL BE REQUIRED FULL-TIME ON A CONTINUOUS, 24-HOUR, BASIS TO WORK WITH THE SECRETARIAT AND TO PROVIDE CLERICAL SUPPORT FOR OTHER MEMBERS OF THE PARTY. ADDITIONALLY, A THIRD SECRETARY MUST BE AVAILABLE AT ALL TIMES ON A CALL-IN BASIS.

B. A COURIER WILL BE REQUIRED TO LINK THE SECRETARIAT AND THE EMBASSY'S C&R UNIT. TWO COURIERS WILL BE NECESSARY FOR SIMULTANEOUS SERVICE FROM BOTH POINTS IF THE SECRETARIAT AND THE CHANCERY ARE DISTANT FROM EACH OTHER. TWO VEHICLES SHOULD BE RESERVED FOR THE EXCLUSIVE USE OF THE COURIERS. A SCHEDULE OF SHIFTS FOR COURIERS SHOULD BE PREPARED AND MADE AVAILABLE TO S/S. EACH COURIER SHOULD HAVE A LARGE BRIEF-CASE IN WHICH HE WILL CARRY ALL TRAFFIC BETWEEN THE STATIONS HE SERVICES. IN THE EVENT



THE SPECIAL ASSISTANTS' OFFICE IS IN A THIRD LOCATION,  
I.E., A GOVERNMENT GUEST HOUSE, THEN ADDITIONAL COURIER(S)  
MAY BE REQUIRED.

17. TDY ASSISTANCE

ALL REQUIREMENTS FOR TDY HELP, COMMUNICATORS, MARINES  
ETC., SHOULD BE DIRECTED TO THE DEPARTMENT.

18. ASSISTANCE TO AIRCRAFT CREW

UNLESS NOTIFIED TO THE CONTRARY, ALL ARRANGEMENTS FOR  
SERVICING THE AIRCRAFT AND TRANSPORTATION FOR THE CREW  
WILL BE HANDLED VIA MILITARY CHANNELS.  
LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

PAGE 12 STATE 089290

19. TELEPHONES

INSTRUCTIONS ON TELEPHONE REQUIREMENTS, A CRITICAL ITEM,  
ARE CONTAINED SEPTEL.

20. OFFICE MACHINES & OFFICE SUPPLIES

A. TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY  
IBM SELECTRIC.

B. COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS  
ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A  
BACKUP MACHINE PROVIDED.

C. OFFICE SUPPLIES: REASONABLE AMOUNTS OF THE FOLLOWING  
OFFICE SUPPLIES ARE REQUIRED FOR EACH OFFICE: 3" X 5"  
PADS, YELLOW/WHITE DRAFTING TABLETS, PLAIN WHITE BOND,  
CARBON PAPER, OUTGOING TELEGRAM FORMS, FILE FOLDERS AND  
LARGE MANILA ENVELOPES, PENS/PENCILS, STAPLERS, STAPLE  
REMOVERS, NYLON THREADED PACKING TAPE AND REGULAR SCOTCH  
TAPE, THREE-HOLE PUNCH, PAPERCLIPS (IN ALL SIZES), IN AND  
OUT BOXES, BURN BAGS, EMBASSY PHONE BOOK, DIPLOMATIC  
LIST.

NOTE: WE DO NOT REPEAT NOT NEED SAFES, OPERATIONS MEMO-  
RANDUM FORMS, INCOMING TELEGRAMS FORMS, AIRGRAM FORMS.

21. PASSES

IT IS VITAL THAT PARTY MEMBERS BE PROVIDED WITH PASSES OR  
OTHER CREDENTIALS RECOGNIZED BY LOCAL AUTHORITIES WHICH  
WILL PERMIT ACCESS TO LOCATION WHERE SECRETARY HOUSED, TO  
LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

PAGE 13 STATE 089290

AIRPORT DEPARTURE AREA, AND OTHER CONTROL POINTS DURING VISIT.

22. MISCELLANEOUS

(1) ADVISE SOONEST RUSH HOUR AND NON-RUSH HOUR DRIVING TIMES BETWEEN HOTEL, EMBASSY, AIRPORT, MEETING PLACES, ETC.

(2) ADVISE OF ANY SPECIAL LOCAL CONDITIONS, HOLIDAYS, STRIKES ETC., WHICH MIGHT AFFECT VISIT.

(3) ADVISE OF ANY SPECIAL CLOTHING REQUIREMENTS, INCLUDING BLACK TIE FUNCTIONS.

(4) ROOM KEYS SHOULD BE IN DOORS OR AVAILABLE FROM THE VISITORS RECEPTION ROOM ON ARRIVAL.

(5) ADVISE LOCAL ELECTRICAL CHARACTERISTICS.

(6) EXCEPT FOR POTABLE WATER (AS APPROPRIATE) NO BEVERAGES SHOULD BE PLACED IN THE VISITORS' ROOMS.

(7) THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY IS LARRY G. PIPER AND HE SHOULD BE MET AT PLANESIDE BY THE CONTROL OFFICER OR THE INDIVIDUAL RESPONSIBLE FOR ADMINISTRATIVE ARRANGEMENTS.

(8) MESSAGES TO THE DEPARTMENT ON ADMINISTRATIVE ASPECTS OF THE VISIT SHOULD BE SLUGGED FOR S/S-EX. THE POST IS REQUESTED TO REPORT BACK TO S/S-EX ON OFFICE SET-UP AND

OTHER REQUIREMENTS AS SOON AS POSSIBLE.

23. SPECIAL INSTRUCTIONS

LIMITED OFFICIAL USE

LIMITED OFFICIAL USE

PAGE 14 STATE 089290

A. GROUND TRANSPORTATION SHOULD BE ARRANGED SO THAT STAFF AND PRESS TRAVELLING WITH THE SECRETARY ARRIVE AT PLANESIDE NO LATER THAN THIRTY MINUTES BEFORE SCHEDULED DEPARTURE TIME.

B. WITH RESPECT TO ADMINISTRATIVE/LOGISTICAL SUPPORT, INCLUDING THE USE OF THE VISITORS' RECEPTION ROOM, ACCOM-

MODATION EXCHANGE, VISA WAIVERS AND BAGGAGE HANDLING,  
MEMBERS OF THE PRESS TRAVELLING ABOARD SECRETARY'S AIR-  
CRAFT ARE CONSIDERED AN INTEGRAL PART OF THE SECRETARY'S  
PARTY. VANCE

LIMITED OFFICIAL USE

NNN

## Message Attributes

**Automatic Decaptioning:** Z  
**Capture Date:** 01 jan 1994  
**Channel Indicators:** n/a  
**Current Classification:** UNCLASSIFIED  
**Concepts:** n/a  
**Control Number:** n/a  
**Copy:** SINGLE  
**Draft Date:** 06 apr 1978  
**Decaption Date:** 20 Mar 2014  
**Decaption Note:** 25 YEAR REVIEW  
**Disposition Action:** RELEASED  
**Disposition Approved on Date:**  
**Disposition Case Number:** n/a  
**Disposition Comment:** 25 YEAR REVIEW  
**Disposition Date:** 20 Mar 2014  
**Disposition Event:**  
**Disposition History:** n/a  
**Disposition Reason:**  
**Disposition Remarks:**  
**Document Number:** 1978STATE089290  
**Document Source:** CORE  
**Document Unique ID:** 00  
**Drafter:** EX:LGPIPER:MKWM  
**Enclosure:** n/a  
**Executive Order:** N/A  
**Errors:** N/A  
**Expiration:**  
**Film Number:** D780149-0867  
**Format:** TEL  
**From:** STATE  
**Handling Restrictions:**  
**Image Path:**  
**ISecure:** 1  
**Legacy Key:** link1978/newtext/t19780484/aaaactba.tel  
**Line Count:** 552  
**Litigation Code IDs:**  
**Litigation Codes:**  
**Litigation History:**  
**Locator:** TEXT ON-LINE, ON MICROFILM  
**Message ID:** a4b5d4b4-c288-dd11-92da-001cc4696bcc  
**Office:** ORIGIN SS  
**Original Classification:** LIMITED OFFICIAL USE  
**Original Handling Restrictions:** EXDIS  
**Original Previous Classification:** n/a  
**Original Previous Handling Restrictions:** n/a  
**Page Count:** 11  
**Previous Channel Indicators:** n/a  
**Previous Classification:** LIMITED OFFICIAL USE  
**Previous Handling Restrictions:** EXDIS  
**Reference:** n/a  
**Retention:** 0  
**Review Action:** RELEASED, APPROVED  
**Review Content Flags:**  
**Review Date:** 05 may 2005  
**Review Event:**  
**Review Exemptions:** n/a  
**Review Media Identifier:**  
**Review Release Date:** N/A  
**Review Release Event:** n/a  
**Review Transfer Date:**  
**Review Withdrawn Fields:** n/a  
**SAS ID:** 3049221  
**Secure:** OPEN  
**Status:** NATIVE  
**Subject:** SECVISIT: SECRETARIAT STAFF AND ADMINISTRATIVE/ LOGISTICAL REQUIREMENTS THE FOLLOWING ARE REVISED  
SECRETARIAT STAFF AND AD  
**TAGS:** OVIP, (VANCE, CYRUS R)  
**To:** MOSCOW  
**Type:** TE  
**vdkgvkey:** odbc://SAS/SAS.dbo.SAS\_Docs/a4b5d4b4-c288-dd11-92da-001cc4696bcc  
**Review Markings:**  
Sheryl P. Walter  
Declassified/Released  
US Department of State  
EO Systematic Review  
20 Mar 2014  
**Markings:** Sheryl P. Walter Declassified/Released US Department of State EO Systematic Review 20 Mar 2014